

Accessing GSA Fleet Bill Information

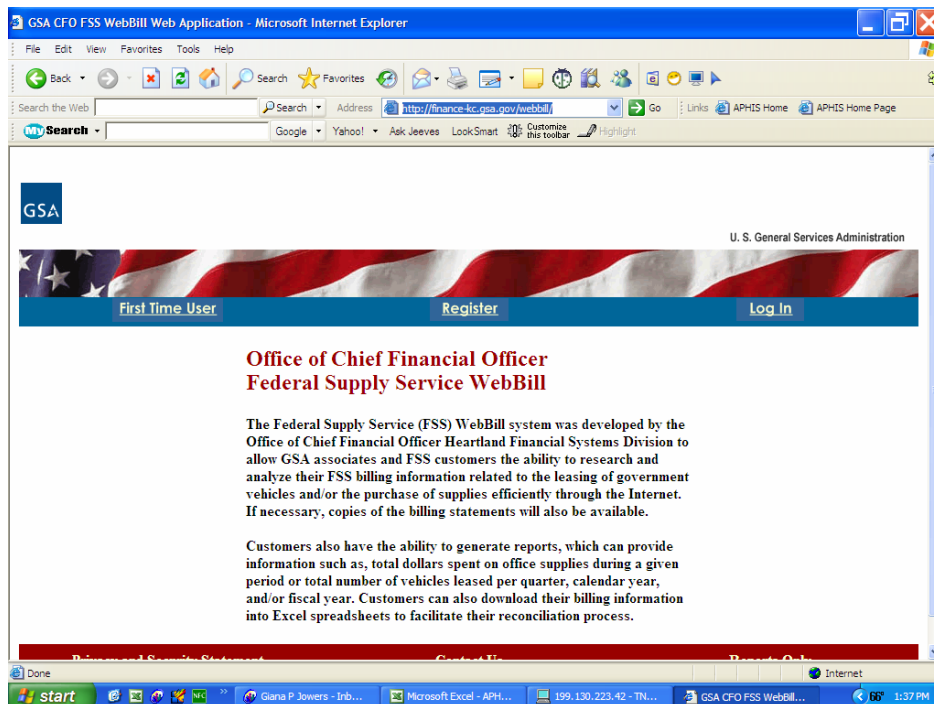
The Federal Supply Service (FSS) WebBill system was developed to allow GSA associates and FSS customers the ability to research and analyze their FSS billing information related to the leasing of government vehicles and/or the purchase of supplies efficiently through the Internet. If necessary, copies of the billing statements are also available. Customers also have the ability to generate reports, which can provide information such as total number of vehicles leased per quarter, calendar year, and/or fiscal year. Customers can also download their billing information into Excel spreadsheets to facilitate their reconciliation process.

GAIN ACCESS TO FSS

In order to get information from GSA regarding individual vehicle charges, you will need to register on the GSA fleet page. Before you do, add GSA to your trusted sites in Internet Explorer (Tools/Internet Options/Security/Sites). Use https://*.gsa.gov. Contact your IT service representative if you need help.

Before you register, you will need your Information Technology representative to go to the web site at <http://finance-kc.gsa.gov/webbill/> and install Oracle JInitiator Plug-In version 1.1.8.16. The IT rep should click on **First Time User** and follow steps to download the plugin.¹

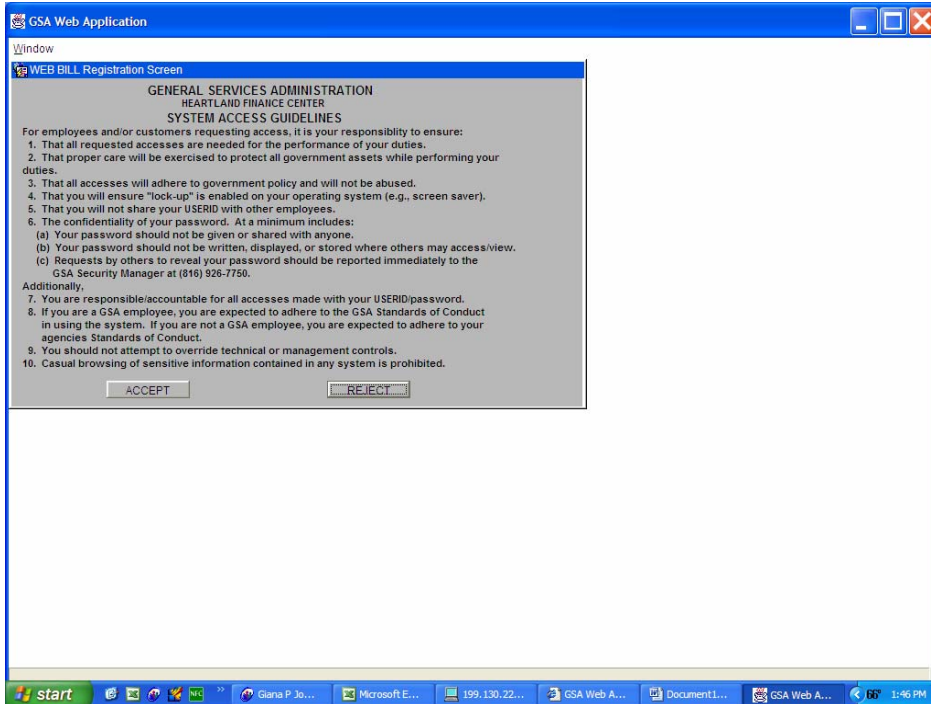
Click on **Register**.



¹ Note to the IT Rep – This system requires version 1.1.8.16 specifically. It will not work with a more recent version or an older version. If the user must have a different version of Oracle JInitiator loaded, there is a work-around. Call GSA's help desk at 816-926-7037 for the work around.

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Accept the system access guidelines.



Fill in the registration information. **Fill in only ONE (1) BOAC number.** You will be granted access to all the BOAC's you need to monitor.

The screenshot shows the 'WEB-BILL REGISTRATION FORM' in the same browser window. It contains several input fields: 'LAST NAME', 'FIRST NAME', 'AGENCY NAME', 'ADDRESS' (a multi-line field), 'CITY', 'STATE', 'ZIP', 'PHONE', 'FAX', 'EMAIL ADDRESS', and 'BOAC/DODAAC/ALC/PSS'. Below the fields are four buttons: 'NEXT PAGE', 'CLEAR', 'SEND', and 'EXIT'.

Click **NEXT PAGE** to continue. Fill in the secret question and answer, select **CONTINUE**. This will return you to the Web-bill registration form. Select **SEND**.

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You will receive a user id and password via e-mail. The first time you go into FSS WebBill, you will be prompted to change your temporary password

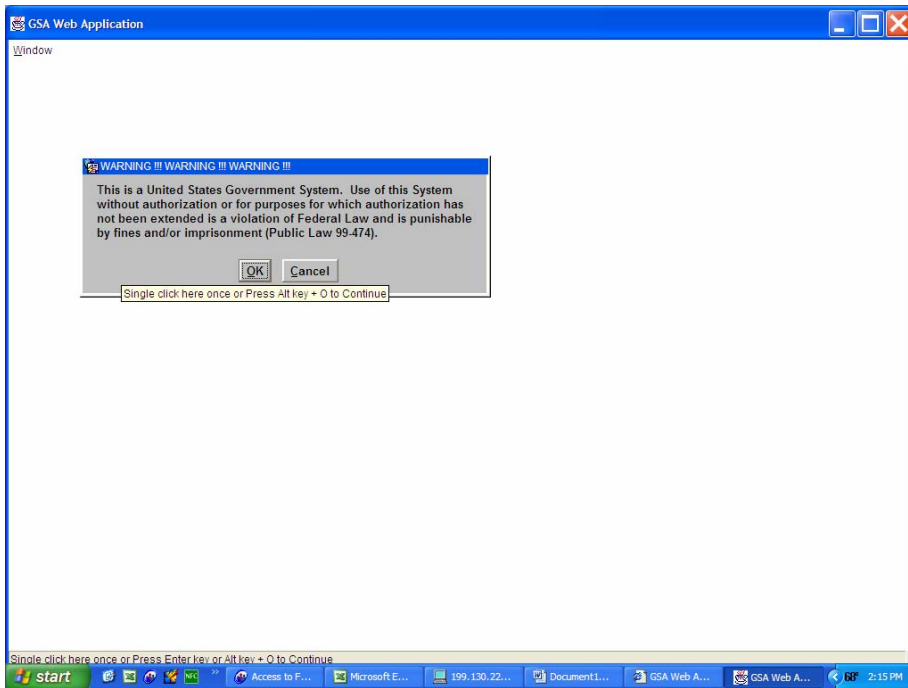
LOG IN

Once you have changed your temporary password, log in at <http://finance-kc.gsa.gov/webbill/> and click on **LOG IN**.

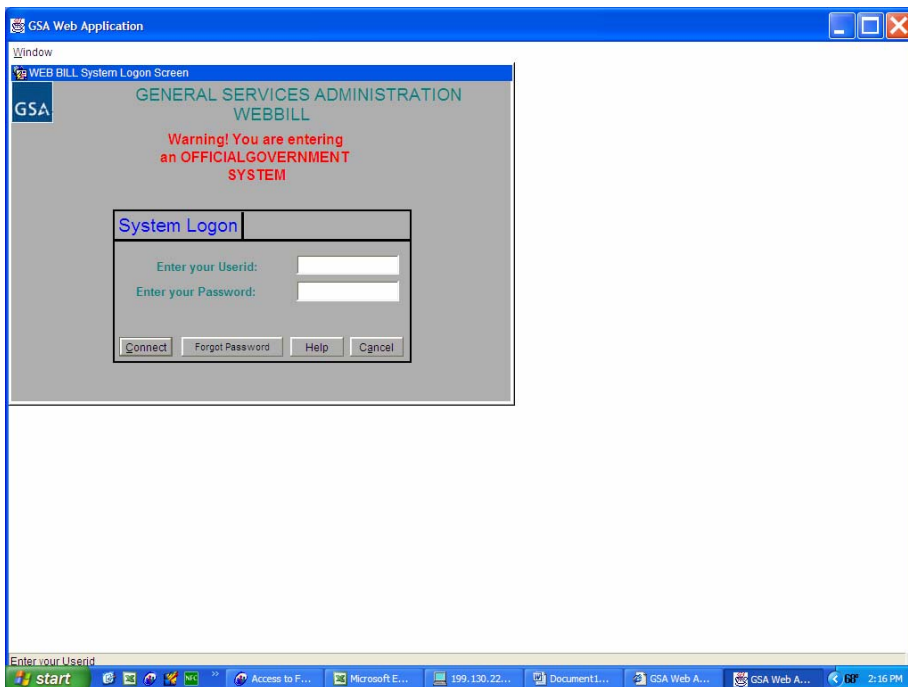


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Click ok.

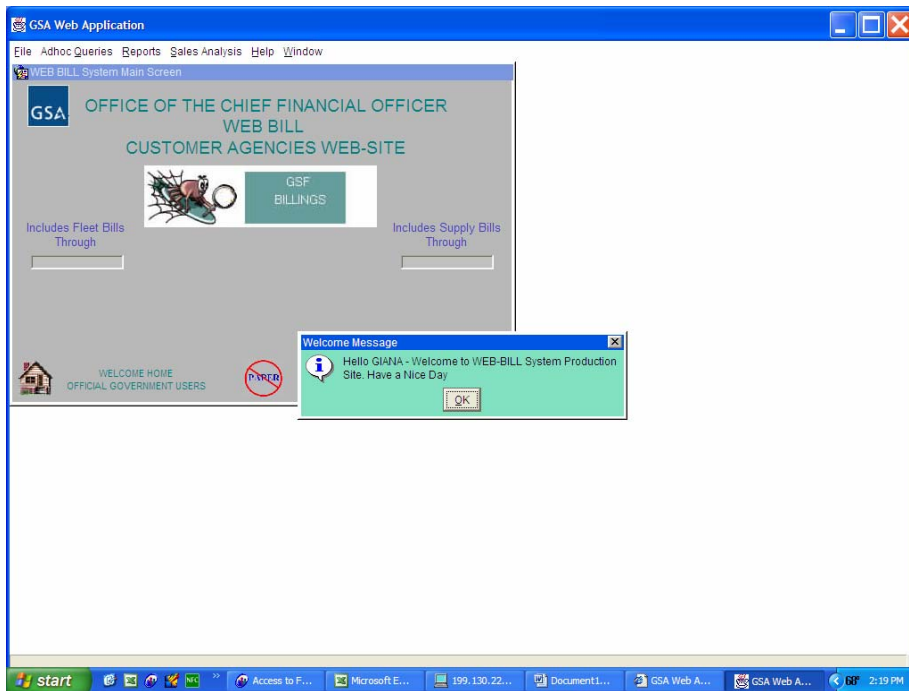


Enter your user name and password.



Select **Connect**.

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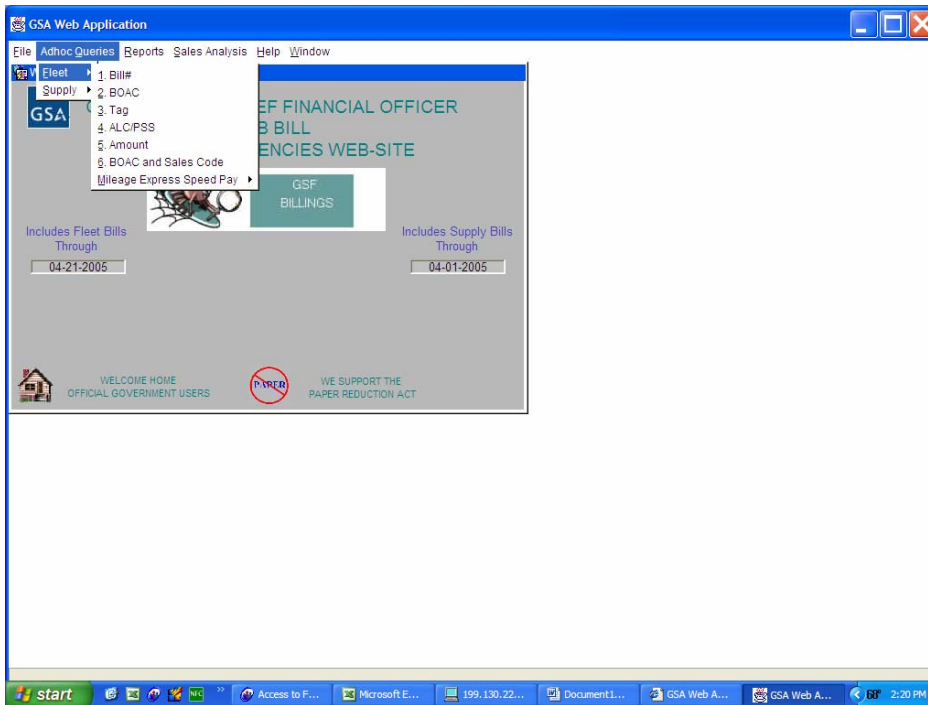


Click **OK**.

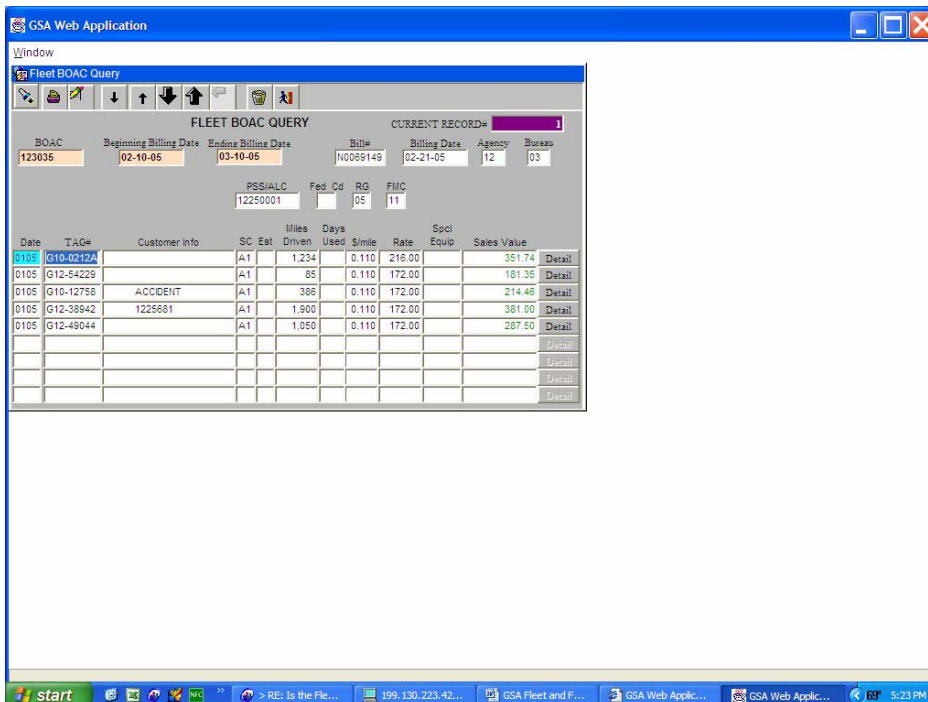
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REQUEST A QUERY

To request a query, at the top of the screen, select AdHoc Queries/Fleet/. The following example shows a query by BOAC.



Enter the query criteria in the highlighted fields. Tab to bring up data. Alternately, click on the Search icon. Here is a sample of results of a query by BOAC.



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To find the address associated with the BOAC, click on the BOAC field.

GSA Web Application

Window

Fleet BOAC Query

FLEET BOAC QUERY

CURRENT RECORD# 1

BOAC: 129690 Beginning Billing Date: 02-05-05 Ending Billing Date: 02-28-05 Bill# N0069169 Billing Date: 02-21-05 Agency: 12 Bureau: 34

Click here to see address.

Date	TAG#	Customer Info	SC	Est	Miles	Days	Used	S/mile	Rate	Spcl Equip	Sales Value	Detail
0105	G61-10804	087	A1		752		0.145	210.00			318.04	Detail
0105	G61-12796	735	A1		946		0.145	210.00			347.46	Detail
0105	G62-0869A	173	A1		739		0.170	239.00			364.63	Detail
0105	G62-0870A	301	A1		1,241		0.170	247.00			457.97	Detail
0105	G62-09601	930	A1		703		0.170	239.00			358.51	Detail
0105	G62-11679	051	A1		2,490		0.170	239.00			662.30	Detail
0105	G62-11689	173	A1		1,205		0.170	247.00			451.85	Detail
0105	G62-11690	301	A1		406		0.170	247.00			316.02	Detail
0105	G62-11711	363	A1		590		0.170	239.00			339.30	Detail

The address will appear.

GSA Web Application

Window

Fleet BOAC Query

PSS/ALC: 12403400 Fed Co: WT RG: 09 FMC: 02

Date	TAG#	Customer Info	SC	Est	Miles	Days	Used	S/mile	Rate	Spcl Equip	Sales Value	Detail
0105	G61-10804	087	A1		752		0.145	210.00			318.04	Detail
0105	G61-12796	735	A1		946		0.145	210.00			347.46	Detail
			ALC/PSS	12403400					239.00		364.63	Detail
									247.00		457.97	Detail
									239.00		358.51	Detail
									239.00		662.30	Detail
									247.00		451.85	Detail
									247.00		316.02	Detail
									239.00		339.30	Detail

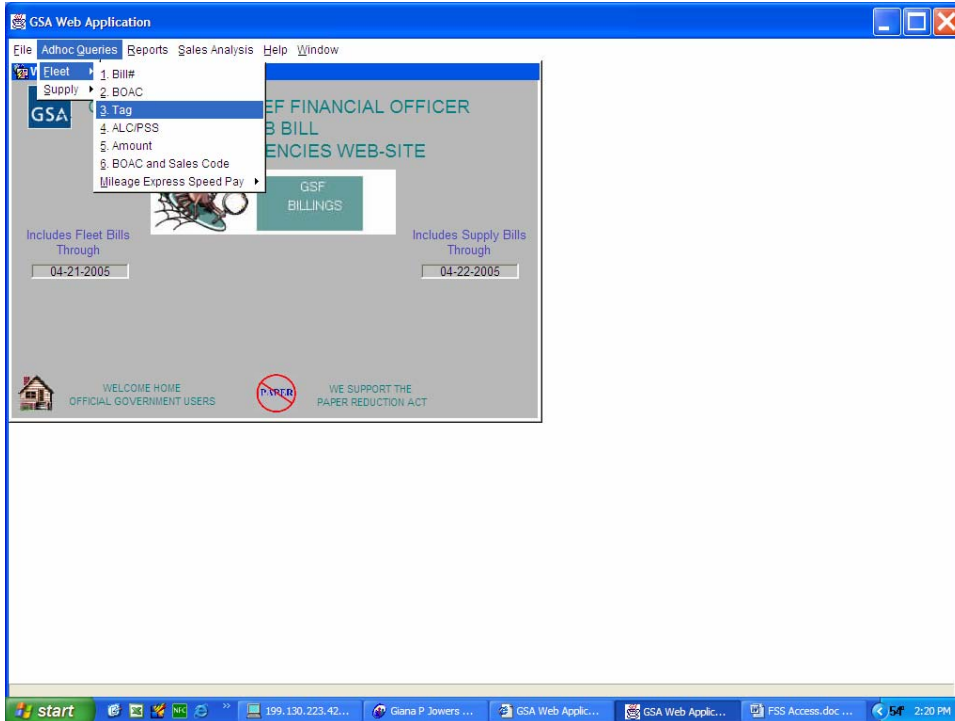
USDA-APHIS-WILDLIFE SERVICES
PO BOX 255348
04
SACRAMENTO CA 95865-5348

CLOSE

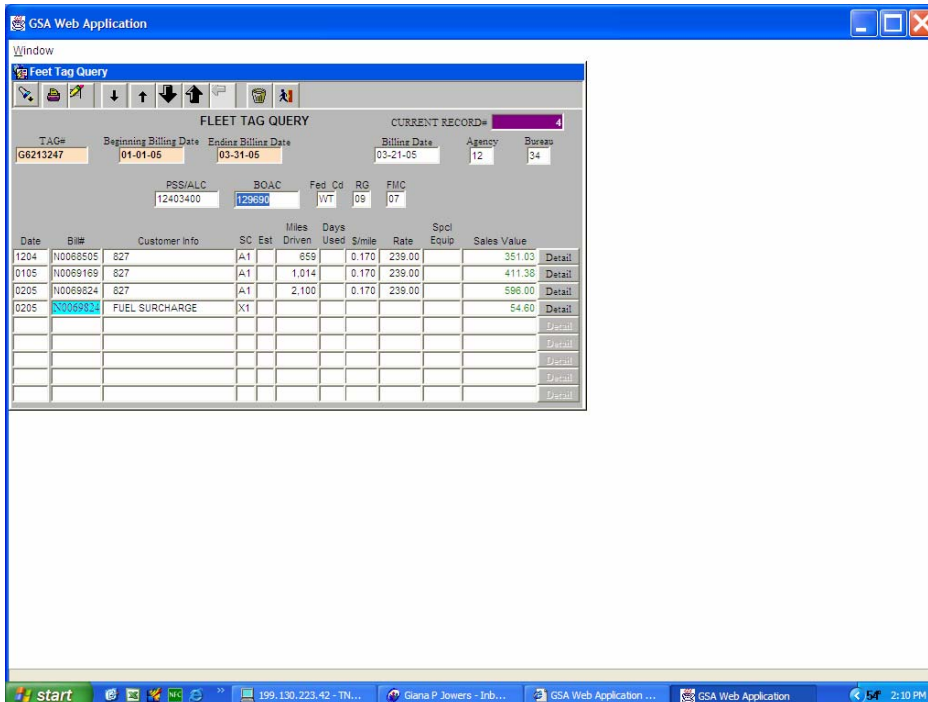
Click "Close" to continue.

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To request a query pertaining to one vehicle, select Adhoc Queries\Fleet\Tag



In the next screen, enter the tag number (with no dashes), a beginning billing date and an end billing date (in MMDDYY format). Tab to bring up data. Alternately, click on the Search icon.



REQUEST A REPORT

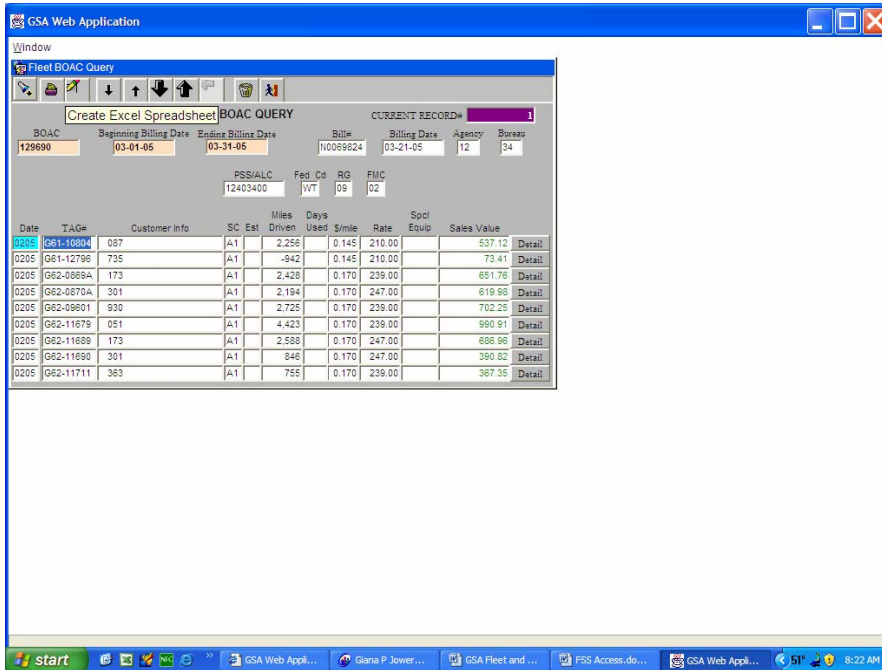
To request a report, click on the Exit Screen icon.

From the Main menu, select Reports/Fleet. We will not show examples of the various reports. Simply select the report you wish to see. On the query screen, enter the necessary parameters to retrieve the data you desire.

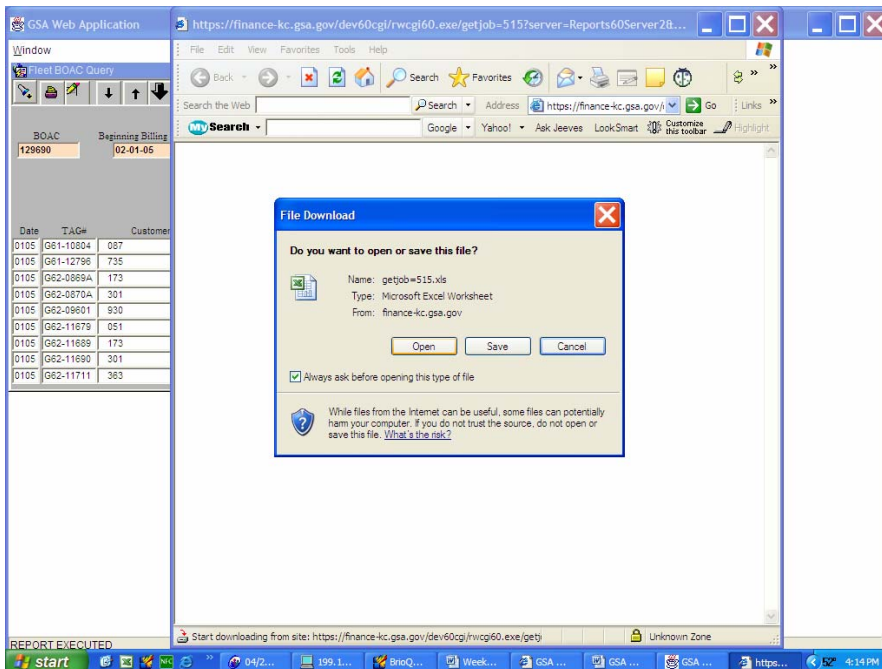
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DOWNLOAD TO A SPREADSHEET

The system allows for a download of the data to an Excel spreadsheet. After you have retrieved data from a query, click on the third icon from the left.

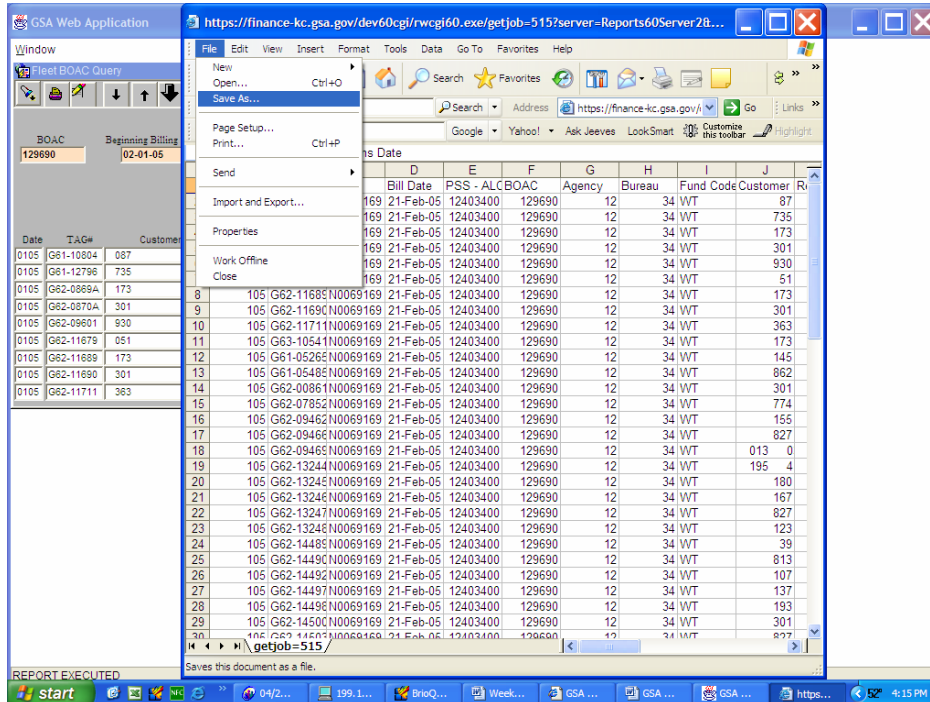


Click "Open".

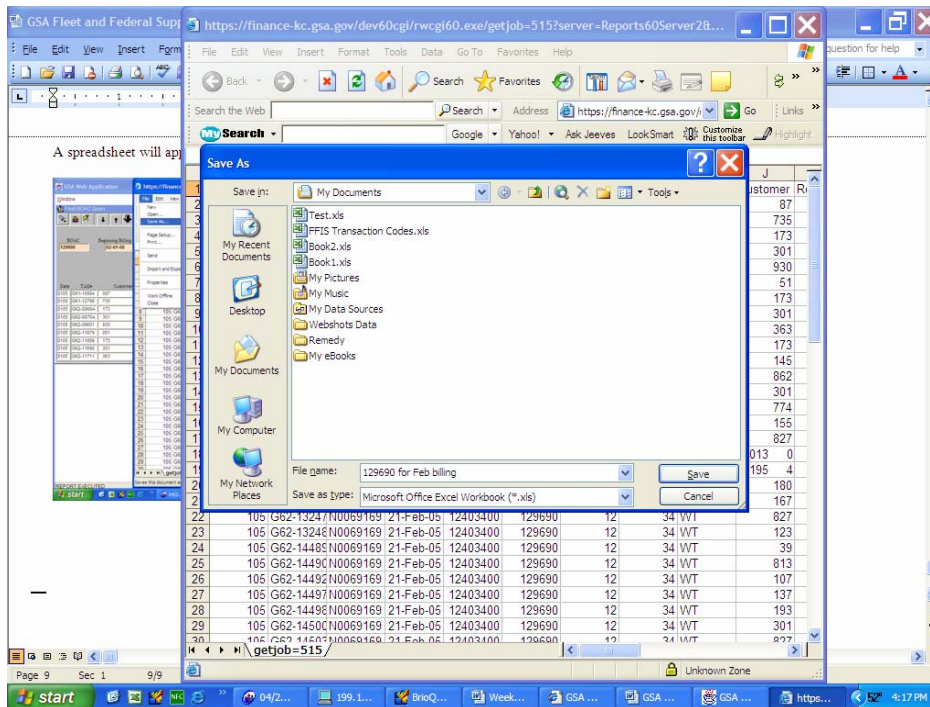


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A spreadsheet will appear. Click on File/Save as



Select a file location, name the file, and save it as an .xls file.

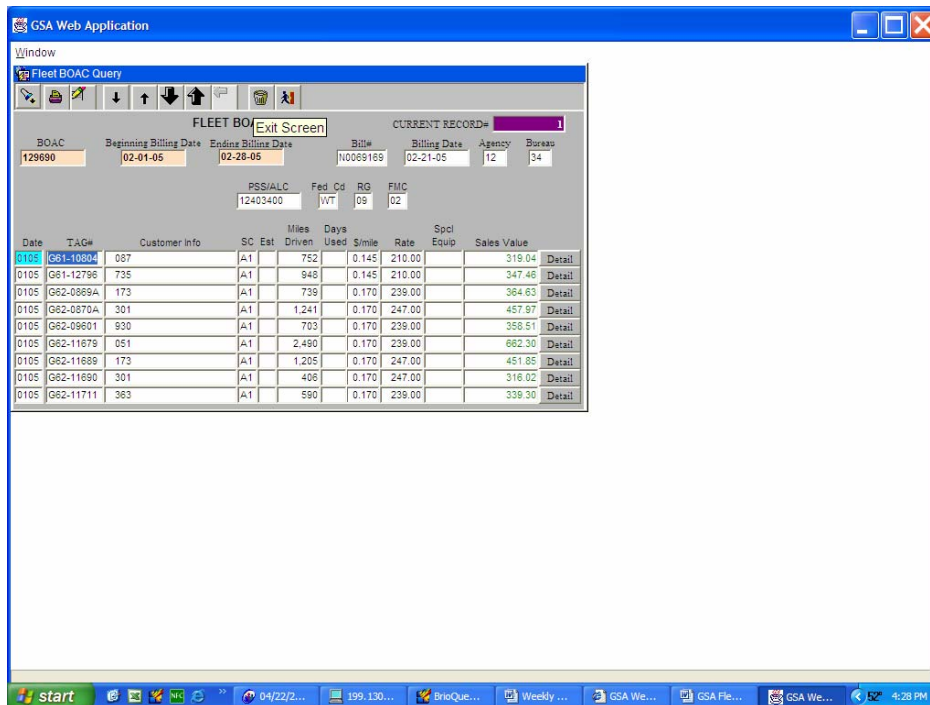


Close the spreadsheet screen.

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LOG OUT

Click on the Exit Screen icon.



At the Main Menu, select File/Exit.

